

**CANDIA SCHOOL DISTRICT**  
**FOOD SERVICE MANAGEMENT**

All food service personnel will be directly responsible to the Food Service Director and ultimately responsible to the building principal, Superintendent, or designee.

The Food Service Director is responsible for the planning and preparation of food served in the food service program, ensuring full compliance with the State of New Hampshire's education rules and regulations. All food will comply with the nutrition standards as set forth by the school wellness program.

The Food Service Director will order supplies, keep accurate records of financial transactions connected with the food service program, and prepare all records and reports as required.

The Food Service Director will be certified by a NH Department of Education approved program.

All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.

The Food Service Director will make recommendations to the building principal, the Superintendent, or designee concerning personnel and operational matters related to the food service program.

The District will seek to ensure that all students have access to school-provided meals. The Superintendent or designee will develop meal-payment procedures for school-provided meals. No student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures, regardless of ability to pay for such meal.

Adopted: January 5, 2017

Legal References:

RSA 189:11-a; NH Code of Admin.  
Rules Section Ed. 306.11, Section  
204 of Public Law 108-265